



TOWN OF ARLINGTON
MINUTES OF THE PERMANENT TOWN
BUILDING COMMITTEE MEETING

Date: December 17, 2019

Time: 7:00 PM

Location: Town Hall Annex, Second Floor Meeting Room

Minutes

Attendance: Allen Reedy, Brett Lambert, Jim Feeney, Bob Jefferson, Bill Hayner, Peter Martini. (Absent: Michael Mason, Adam Chapdelaine, John Maher)

Chairman Reedy called the meeting to order at 7:00PM.

Jim Feeney, Interim Director of Facilities, presented a report and update on the listed projects in the attached memo. Each project was discussed and voted as below.

1. **Community Safety Building, Police Station, 112 Mystic St.:** On a motion by Jefferson seconded by Hayner, to approve the four additional projects as listed in the report and to release back the remaining \$73,129.62 to the CPC.
It was further voted that Director Feeney would research any additional encumbrances and report back to the PTBC with recommendation if additional funds should be liquidated and turned back to the CPC. The motion passed unanimously.
2. **Gibbs School, 41 Foster St.:** On a motion by Jefferson seconded by Martini, to approve the four additional projects as listed in the report and to release back the remaining \$93,317.12 to the CPC. The motion passed unanimously.
3. **Hardy School, 52 Lake St.:** On a motion by Hayner seconded by Jefferson, to approve the one additional project as listed in the report and to release back the remaining \$209,145.51 to the CPC. The motion passed unanimously.
4. **Stratton School, 180 Mountain Ave.:** On a motion by Hayner seconded by Jefferson, to close out this project without doing the canopy work at this time and to release back the remaining \$97,372.05 to the CPC. It was further voted that the Facilities Dept would investigate the canopy issue and make needed repairs or submit a new request to the CPC in future years. The motion passed unanimously.

5. **Thompson School, 187 Everett St.:** On a motion by Hayner seconded by Jefferson, to approve the close out this project as listed in the report and to release back the remaining \$384,673.63 to the CPC. The motion passed unanimously.
6. **Minutes of the November 26, 2019 meeting:** On a motion by Jefferson seconded by Hayner, to approve the November 26, 2019 minutes as printed. The motion passed unanimously.
7. **DPW Yard:** Peter Martini gave an update on the review of contractors and the process for selection of contractor. The subcommittee along with the project OPM hoped to have a recommendation for the PTBC at our next meeting on January 7, 2020.

The meeting adjourned by unanimous vote on a motion by Hayner seconded by Jefferson at 7:50.

Respectfully submitted,
Robert Jefferson

Attachment: Facilities Report dated 12/17/19



**Town of Arlington
Facilities Department**

James Feeney
Interim Director

869 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3110
E-mail: jfeeney@town.arlington.ma.us

To: Permanent Town Building Committee (PTBC)

Re: Community Safety Building

Cc: Chief Julie Flaherty, Captain Paul Conroy

Date: December 17, 2019

The Capital Planning Committee (CPC) seeks to fund the following projects requested by the Arlington Police Department via the FY21 capital planning process with available funds from Phase III of the Community Safety Building Renovation; subsequently, CPC seeks to close out the balance of the Available Budget to support the FY21 Capital Budget.

Financial Overview (As of 12-17-2019)	
Available Budget	\$266,129.62

1. ADA Upgrade of Elevator.....\$3,000
 - Install infrared door detector
 - Replace mechanical edge safety mechanism on passenger car doors, eliminating door contact with passengers
2. ADA Upgrade of Front and Rear Building Entrances.....\$20,000
 - Install push plate activated low-energy HC door operators on one leaf of both sets of doors at both Mystic St. and upper plaza building entrances
3. Garage Bay Door Replacement.....\$45,000

- All bay doors are nearly 30 years old and experiencing issues periodically; exterior door replacement should be with insulated units.

4. Parking Lot Resurfacing.....\$125,000

- Resurface parking lot with concrete in heavy traffic areas and bituminous in parking areas; subsequent line striping.
 - Construction traffic during various phases of construction and years of routine use have deteriorated the paved surface; bituminous asphalt is not suitable for with standing multiple-point turns by large fire apparatus maneuvering into garage bays; suitable depth of poured concrete recommended at high traffic area.

Item	Amount	Remaining Balance	PTBC Approval
<i>Beginning Balance</i>		\$266,129.62	
Elevator Upgrade	\$3,000.00	\$263,129.62	12/17/2019
Entrance Upgrades	\$20,000.00	\$243,129.62	12/17/2019
Garage Door Replacement	\$45,000.00	\$198,129.62	12/17/2019
Parking Lot Resurfacing	\$125,000.00	\$73,129.62	12/17/2019
Total	\$193,000.00	\$73,129.62	12/17/2019

If PTBC votes to approve all new requests, \$73,129.62 of the capital borrowing can be turned back to the CPC to support the FY21 Capital Budget where possible; if only some, or none, of the new requests are approved, the voted balance will need to be adjusted accordingly.

Approved to return \$73,129.62 to Capital Planning Committee
as per Permanent Town Building Committee vote
12/17/2019
Allen Reedy, PTBC Chair

Allen Reedy



**Town of Arlington
Facilities Department**

James Feeney
Interim Director

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To: Permanent Town Building Committee (PTBC)

Re: Gibbs School Renovation

Date: December 17, 2019

This memorandum serves to update the PTBC on the status of above-referenced project, including the available budget, and make final expenditure requests prior to closing out the account balance to the Capital Planning Committee (CPC) for future re-use. After conferring with IT, Principal/school representatives, School CFO and Comptroller's Office, all open purchase orders were liquidated, resulting in the balance seen below.

Financial Overview (As of 12-17-2019)	
Account Balance	\$109,725.62

Pending Requests

1. LEED Silver Plaque and hardware..... \$694
 - Approved by PTBC on 11/26/2019

New Requests

1. Relocation of gymnasium water fountain filters.....\$600
 - Hire plumber to re-pipe potable water line filter connections down wall and provide access panel to facilitate services
 - Units need at least quarterly service due to heavy usage inside gym
 - Filters are located above high ceiling (~18') in small PE Teacher office
 - All furnishings need to be removed to have clearance to properly foot extension ladder
 - Doorway too narrow for maneuvering personnel lift
2. Main entry door gasket/weatherstripping.....\$1900

- Hire door vendor to replace missing and/or damaged components to prevent water seepage into vestibule during rain events.
 - Reportedly has been occurring since building opening; building custodian has to remove walk-off grilles and remove accumulated water to prevent odor complaints.
3. Rooftop HVAC Catwalks.....\$13,214.50
- Scope of work removed from renovation previously to be bid separately
 - FY20 Capital Appropriation of \$100,000
 - Base bid: \$105,000 (Integrated Facilities Construction Corp.)
 - Guardrail design/calculations: \$1414.50 (Integrated Facilities Construction Corp.)
 - Guardrail shown on plan set, but calculations not furnished with project materials
 - Engineering Services: \$1300 (RSE Associates)
 - Served as sub-consultant to FA, who has been paid in full
 - Need control construction affidavits, shop drawing and submittal review, site visit
 - Construction Testing: \$600 (UTS)
 - Need to inspect all field welding and bolting post-installation
 - Contingency: \$5000 (Owner)
 - Seeking to retain allowance until project completion; if unspent, balance can be swept at later date.

Item	Amount	Remaining Balance	PTBC Approval
<i>Beginning Balance</i>		\$109,725.62	
LEED Plaque	(\$694.00)	\$109,031.62	11/26/2019
Relocate water fountain filters	(\$600.00)	\$108,431.62	12/17/2019
Replace front entry door gaskets	(\$1,900.00)	\$106,531.62	12/17/2019
HVAC Rooftop Catwalks	(\$13,214.50)	\$93,317.12	12/17/2019
<i>Total</i>	<i>(\$16,408.50)</i>	\$93,317.12	12/17/2019

If PTBC votes to approve all new requests, \$93,317.12 of the capital borrowing can be turned back to the CPC to support the FY21 Capital Budget where possible; if only some, or none, of the new requests are approved, the voted balance will need to be adjusted accordingly.

Approved to return \$93,317.12 to Capital Planning Committee
as per Permanent Town Building Committee vote
12/17/2019
Allen Reedy, PTBC Chair





**Town of Arlington
Facilities Department**

James Feeney
Interim Director

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To: Permanent Town Building Committee (PTBC)

Re: Hardy Capacity Expansion

Date: December 17, 2019

This memorandum serves to update the PTBC on the status of above-referenced project, including the available budget, and make final expenditure requests prior to closing out the account balance to the Capital Planning Committee (CPC) for future re-use. After conferring with IT, Principal/school representatives, School CFO and Comptroller's Office, all but one open purchase order was liquidated, resulting in the balance seen below. No other outstanding items or past-due deliveries were identified.

Financial Overview (As of 12-17-2019)	
Encumbrances	\$3,627
Available Budget	\$208,215.94

New Requests

1. Music room FF&E per quote from West Music.....\$2697.43
 - Enclosed PO 194690 was issued to Wenger Corp for music room FF&E on 3/19/2019 (\$3,627)
 - Wenger Corp informed K-12 Director of Performing Arts Director William Pappazisis the equipment quoted on 9/26/2018 was no longer available.
 - Pappazisis sourced replacement equipment at West Music per quote dated 7/15/2019.
 - Pappazisis provided email communication with former CFO and Facilities Director regarding this purchase dating back to Fall 2018 and continuing through Spring 2019

Item	Amount	Remaining Balance	PTBC Approval
<i>Beginning Balance</i>		\$208,215.94	
Liquidate PO 194690	\$3,627.00	\$211,842.94	12/17/2019
West Music	(\$2,697.43)	\$209,145.51	12/17/2019
<i>Total</i>	\$929.57	\$209,145.51	12/17/2019

If PTBC votes to approve all new requests, \$209,145.51 of the capital borrowing can be turned back to the CPC to support the FY21 Capital Budget where possible; if the new request is not approved, the voted balance will need to be adjusted accordingly.

Approved to return \$209,145.51 to Capital Planning Committee
as per Permanent Town Building Committee vote
12/17/2019

Allen Reedy, PTBC Chair





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Facilities Department**

James Feeney
Interim Director

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To: Permanent Town Building Committee (PTBC)

Re: Stratton School Improvement

Date: December 17, 2019

This memorandum serves to update the PTBC on the status of above-referenced project, including the available budget, and make final recommendations prior to closing out the account balance to the Capital Planning Committee (CPC) for future re-use.

Financial Overview	
Account Balance (as of 12-17-2019)	\$97,372.05

Outstanding Item

1. Canopies over 4 exterior doors at south elevation
 - Prior Facilities Director engaged consultant Weston & Sampson to assist with this scope of work.
 - To date, consultant has produced a progress print with elevations and dimensions, advising Town to contact architectural canopy design/build firm as next step.
 - Upon review, no further follow-up has been conducted. At this time, no particular product has been specified, nor has a budget-level estimate been obtained.

*Recommendation: Whereas the renovated building has been occupied since fall of 2017, and since a design concept has not been advanced, nor has input been sought from the school community regarding the aesthetics of the awnings, it is recommended these funds be released at this time; however, given that one of the existing awnings has deteriorated, this should be done with the expectation a more substantiated capital request will follow in an upcoming year to complete this scope of work.

If PTBC votes to approve this recommendation, \$97,372.05 of the capital borrowing can be turned back to the CPC to support the FY21 Capital Budget, where possible.

12/17/2019

Approved to return \$97,372.05 to Capital Planning Committee
as per Permanent Town Building Committee vote

12/17/2019

Allen Reedy, PTBC Chair

A handwritten signature in cursive script, appearing to read "Allen Reedy".



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Facilities Department**

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To: Permanent Town Building Committee (PTBC)

Re: Thompson School Expansion

Date: December 17, 2019

This memorandum serves to update the PTBC on the status of above-referenced project, including the available budget, prior to closing out the account balance to the Capital Planning Committee (CPC) for future re-use. After conferring with IT, Principal, CFO and Comptroller's Office, all existing purchase orders were liquidated as no outstanding items or past-due deliveries were identified. The Legal Department has also confirmed all existing obligations have been met.

Financial Overview (As of 12-17-2019)	
Available Budget	\$384,673.63

If PTBC votes approval, the full balance of \$384,673.63 can be turned back to the CPC to support the FY21 Capital Budget where possible, or otherwise fulfill our ongoing obligations to the lender.

12/17/2019

Approved to return \$384,673.63 to Capital Planning Committee
as per Permanent Town Building Committee vote
12/17/2019

Allen Reedy, PTBC Chair

Allen Reedy